

Instructions:

1. Please complete ALL fields for an initial submission
2. Complete only the fields that are to be changed for a Change Request and indicate what those fields are in the explanation.
3. Instructor information MUST include a T# or the form will be returned
4. Forms will be processed in the order received
5. Submit completed forms as an attachment to academicscheduling@suu.edu.

COURSE SUBMISSION

Year: 20

Fall Spring Summer Maymester

Initial Submission

Change Request

Explain: _____

COURSE INFORMATION

1. SUBJECT	2. COURSE #	3. SECTION	4. TITLE			5. CR. HR.
6. Special Approval	7. Part of Term	8. Viewable Online?	9. Grading Method	10 Waitlist	11. Number on Waitlist	
<input type="checkbox"/> Department Approval <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Adviser Approval	<input type="checkbox"/> Full Semester <input type="checkbox"/> First Session <input type="checkbox"/> Second Session	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Standard Grading <input type="checkbox"/> Pass/Fail Grading <input type="checkbox"/> Not Gradable	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Maximum Enrollment	13. Crosslisted with (course)					

MEETING DETAILS

14. Meeting Type	<input type="checkbox"/> Lecture <input type="checkbox"/> Online
15. Days Taught	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
16. Class time	
17. Room Request	

INSTRUCTOR

18. Instructor(s) T#	19. Instructor(s) Name

COURSE ATTRIBUTES

20. Budget Code	<input type="checkbox"/> Budget Related (Regular) <input type="checkbox"/> Self-Support (Regular) <input type="checkbox"/> Budget Related Concurrent <input type="checkbox"/> Self-Support Concurrent <input type="checkbox"/> Budget Related STIT <input type="checkbox"/> Self-Support STIT <input type="checkbox"/> Budget Related Non-Credit <input type="checkbox"/> Self-Support Non-Credit
21. Academic / Vocational Code	<input type="checkbox"/> Academic <input type="checkbox"/> Vocational <input type="checkbox"/> Concurrent Enrollment <input type="checkbox"/> Apprenticeship
22. Course Type Code	<input type="checkbox"/> Conferences & Workshops <input type="checkbox"/> Regular Class <input type="checkbox"/> Supervision at remote sites <input type="checkbox"/> Dissertation <input type="checkbox"/> Class with incorporated lab <input type="checkbox"/> Thesis Credit <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Lab <input type="checkbox"/> Other:
23. Instructional Type Code	<input type="checkbox"/> Face-to-Face (YP) <input type="checkbox"/> Hybrid/Blended (YB) <input type="checkbox"/> Correspondence (YC) <input type="checkbox"/> Technology Enhanced (YH) <input type="checkbox"/> Interactive Audio/Video (YR) <input type="checkbox"/> Online / Internet (YI) <input type="checkbox"/> Broadcast (YT)
24. Tuition Waived	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Fees	Amount \$ _____ Account Code _____

SUBMISSION INFORMATION

26. Individual Submitting	
27. Contact Email	
28. Contact Phone	
29. Completed	8/3/2023 1:33 PM